



## MISCELLANEOUS COMMERCIAL CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

### PLAN SET SHALL BE COMPLETE AND FULLY ASSEMBLED

All pages must be sealed by a Registered Architect or Engineer licensed by the State of Arizona

In order to provide excellent service to the Town of Gilbert's customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Applicant

Staff

#### PLAN CHANGES (only submit sheets with Revisions/changes)

- ☐ Narrative listing each sheet submitted and list of changes with reference delta
- ☐ All sheets listed in narrative with changes clouded with reference delta
- ☐ Structural calculations, cut-sheets and other documentation

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#### DEFERRED SUBMITTALS

- ☐ Architect and Structural Engineer of record "review and approval stamp" on first page or cover sheet
- ☐ Keyed layout as applicable

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#### RACKING SYSTEMS

- ☐ Floor/site plan that shows location of racks
- ☐ Plans for racks including anchoring details
- ☐ "Business Operation & Storage Disclosure" & "Hazardous Materials Inventory" form
- ☐ "Special Inspection" form for anchoring fasteners

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#### CONSTRUCTION OR SALES TRAILER

- ☐ Plot plan showing trailer location, size, setbacks to property line, and parking spaces
- ☐ Utility plans for electric, water, and sewer
- ☐ Approved model complex site plan showing ADA accessibility (for sales trailers)

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#### FLAG POLES (Prior approval by Planning Division is required)

- ☐ Site plan showing location of flag pole (with lighting if applicable)
- ☐ Structural calculations for footing and pole, including footing detail

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#### FENCE/WALL, GATE, OR RETAINING WALL

- ☐ Site plan showing location of fences/walls, gates or retaining walls
- ☐ Elevations and structural details include keyed material & color schedule
- ☐ Structural calculations

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#### ELECTRICAL, PLUMBING, MECHANICAL

- ☐ Site plan showing location of all structures and location and routing of all utilities
- ☐ One-line diagrams, gas diagrams, piping ISOs, cut-sheets, and other documentation

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#### SWIMMING POOLS & SPAS

- ☐ Occupant Load calculation for entire area within Pool barrier (provide exits per code requirements)
- ☐ Electrical & gas diagrams and structural plans & details
- ☐ Site plan showing location of pool/spa, equipment location, and ADA accessibility

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